North Carolina Central University Staff Senate Meeting May 19, 2011

Attendees: Daphine Richardson- Chair, Cassandra Madden - Parliamentarian Marian White, Tannya Artis, LaRita Brooks, Connie Boone, Elaine Reid, Katherine Max, Sharon Smith, Chevella Thomas, Anne Kizzie, Joan Spencer, Marva Hicks, Selina Mumford, Mary Brinson, Chandra Tedder, Karen Coleman, Robert Lawson Vernelle Massey, Retha Tuck

Speakers: Connie Boone, Tannya Artis

Minutes – One correction made to April meetings to change wording under presentations to read "accepted the nominations and spoke on how they will serve the campus in these roles".

New Officers were recognized and congratulated:

Chair – Daphine Richardson Vice-Chair – Robert Lawson Parliamentarian – Vernelle Massey Treasurer – Chevella Thomas Secretary – Karen Coleman

Connie Boone - Reminded everyone that the Benefits Enrollment will end on June 8th. She discussed that everyone will be placed in the 70-30 plan and will have to attest to not using tobacco and having BMI under 40% in order to move to the 80-20 plan. If you do not attest, you will remain in the 70-30 plan. Employees must log into benefits Portal to complete the benefits process.

Several staff voiced concerns about benefits/other HR information:

- informational sessions/presentations are needed to ensure employees understand the benefits information;
- HR staff should be available to provide information on benefits and other HR related information, as HR Liaisons do not always have all of the HR related information;
- leave/time rollout should have been done on wider scale and there should have been presentations in various auditoriums to allow time to

- ask questions; a training notice should have been sent to campus; many received information one day prior to being trained;
- Banner wording "leave report" vs. "timesheet" is confusing

Connie indicated that she and her staff will provide informational sessions for annual enrollment and will assist those who do not have access to a computer.

Tannya Artis – discussed that Hillside High School needs proctors and if anyone is interested, they should see Tannya.

The building of Eagle Habitat House #3 is completed. Invitations were handed out for staff to participate in a dedication of the home, to be held on Saturday, May 21st at 11:00 am; located at 808 Colfax Street.

The 4th Eagle Habitat House has been approved and applications are being accepted. The house will be located on another lot on Colfax Street.

Announcements:

- Home Depot Retool Your School NCCU won a minor award of \$10,000.
 All were thanked for voting daily during the contest.
- **New Employee Orientation** to be held on May 23; contact Paul Forte
- Staff Senate Spring Fling great success; thanks to all that supported
- **Performance Management Training** for May 19, 20, 26 contact Kim Eaton or May Offutt
- **Group Exercise Schedule** contact info on the web
- Whitted Elementary documentary (Hillside HS) contact Dr. dePyssler
- **Book Loan Program** submit your requests
- **Tuition Assistance Program** submit your requests

Meeting adjourned @ 10:50.